Sign-on Page Instructions

King County

Business Resource Center

A User ID
B Password
C Sign In

This system is the property of King County and is provided for authorized use only as defined in the King County Acceptable Use of Information Technology Assets policy. Any use of this system may be monitored, recorded, audited and disclosed to authorized County and/or law enforcement personnel. Unauthorized or improper use of this system may result in discipline, up to and including termination, as well as potential civil or legal penalties.

By using this system you indicate your awareness and consent to the above policy.

To learn more about accessing the system or to locate user training material please visit the Business Resource Center.

Business Resource Center

D Forgot your password?

KCIT Service Center
(206) 263- HELP (4357)

Send Email to KCIT Service Center

Access PeopleSoft Self-Service from www.KingCounty.gov

> Click *About King County*

> Click *King County Employees*

> Click *Access PeopleSoft self-service*

IMPORTANT: Timekeepers access PeopleSoft from the Production link on the BRC Intranet or click PeopleSoft Production

To Log In:

A Enter your User ID (Format instructions below)

B Enter your Password (first-time default below)

C Click the Sign In button

D Click the Forgot your password? Link for password reset instructions

User ID (ALL CAPS)

- The first 6 letters of your last name, plus
- The first letter of your first name on your pay stub, plus
- The month and day of your birth in a two-digit format (MMDD)

Examples:

Name on Paycheck	Birthday	User ID (ALL CAPS)
Dan Smithers	June 14	SMITHED0614
Timothy Le	December 2	LET1202

Default Password Format — New Hires Only (one time use).

If you're not a new hire and do not remember your password, click Forgot your password?

- The letters KC, plus
- The last 2 digits of your birth year, plus
- The last 5 digits of your employee ID

Examples:

Birth Year	Employee	Password
1957	000075309	KC5775309
1989	000077777	KC8977777

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